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18 OCT 1974

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Orientation for Spouses of New Employees

REFERENCE : AAG memo to DDA, dtd 18 Sept 74, same subject

1. In response to your request for comments or recommendations concerning the feasibility or advisability of establishing an orientation program for spouses of new employees, we feel the suggestion is a sound one, funds and personnel permitting.

2. From the Office of Personnel standpoint, the more formalized EOD Orientation Program which we conduct for new employees is concerned primarily with administrative matters such as the swearing in process, badging, pay, insurances, benefits, security, conduct and a number of others. These sessions dwell on detailed technical discussions and explanations and multi forms signing. We do not, to any significant degree, present the types of information suggested by the Administration Advisory Group. As a consequence, the Office of Personnel Orientation Program, as presently constructed, is not the appropriate vehicle to accomplish the AAG objectives.

3. The proper component, in our view, to conduct such a program would be the Office of Training. They have the expertise in the substance and techniques of the suggested orientation and the trained briefers to present to the spouses the desired Agency perspective. In support of OTR, the Office of Personnel can contribute by making presentations in the area of personnel benefits and entitlements geared to a general understanding that spouses would need rather than the technical specifics presented to new employees. From our experience with the EOD Orientation Program, we believe no more than one day would be needed. Additional manpower and funds required would depend on who gives the orientation and the time element involved.

STATINTL


F. W. M. Janney

Director of Personnel

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